

ELECTIONS TO THE SCOTTISH EXECUTIVE COMMITTEE 2018

Nominations are invited for the following positions on the Scottish Executive Committee (SEC) 2018:

- **SEC Senior Vice-Convenor** for a period of one year - see *Note 1* below
- **SEC Junior Vice-Convenor** for a period of one year – see *Note 2* below
- **Four SEC (Corporate or Legal Associate) Members** for a period of two years
- **One SEC (Corporate or Legal Associate) Member** for a period of one year
- **One SEC (Student or Licentiate) Member** for a period of one year
- **One SEC (Technical) Member** for a period of two years

Note 1: The Junior Vice-Convenor post for SEC 2017 was filled by a co-opted Member. Under the Terms of Reference, an election will therefore take place for the Senior Vice-Convenor 2018 post. The elected Senior Vice-Convenor 2018 will become Convenor 2019 and Immediate Past Convenor 2020.

Note 2: Under the Terms of Reference, the elected Junior Vice-Convenor 2018 would become Senior Vice-Convenor 2019, Convenor 2020 and Immediate Past Convenor 2021.

Nominations and Elections Process

Election to the Scottish Executive Committee is undertaken by means of a postal ballot organised by Electoral Reform Services Ltd. Nominations for election should be submitted on the enclosed form and returned to **Electoral Reform Services Ltd, 33 Clarendon Road, London, N8 0NW by Friday 27 October 2017**. Any nomination forms received after this date will be invalid. A faxed or emailed nomination form will be accepted (Fax no. 020 8365 7013 Email: nominations@electoralreform.co.uk quoting RTPI Scotland in the subject line).

The safe receipt of the nomination form by ERS can be checked by contacting Helen Carter on 020 8365 8909. All nomination forms will be acknowledged within three working days by first class post to the address provided. For any contested position, ballot papers will be posted on 17 November 2017 to all RTPI Members in Scotland eligible to vote for that position. The closing date for receipt of ballot papers will be 8 December 2017, and results will be made available shortly after this date.

Scottish Executive Committee

The SEC has devolved responsibility for managing the Institute Scotland, including:

- developing the Institute's planning policies in Scotland;
- developing the Institute's relations in Scotland with central and local government, professional bodies, pressure groups and the public;
- supporting Members in Scotland in their professional activities; and
- sustaining the Chapters of the Institute in Scotland.

The SEC prepares an annual Operational Plan which outlines its priorities for the year. The Committee's Terms of Reference and Operational Plan are available from the RTPI Scotland office. The SEC meets four times a year. Members are allocated to one of two Sub-Committees, currently *Communications, Education and Lifelong Learning* or *Planning Policy*; each of these meet three times a year. The SEC's Officer Bearers meet separately before each SEC meeting. While it is hoped SEC Members will be able to attend all meetings during the year, it is recognised that their availability will be determined by other commitments.

Role of SEC Members

Committee members have the opportunity to:

- contribute to the Institute's work on planning reform and other planning policy work;
- take on lead positions for particular areas of work through SEC Task Groups;
- represent the Institute on other bodies and working parties;
- join *ad hoc* working groups; and
- help develop the programme for the Institute's Annual Conference in Scotland, the Sir Patrick Geddes Commemorative Lecture and the Scottish Young Planners' Conference.

Outside of meetings, it is hoped SEC Members will help to promote the Institute and its work in Scotland and support and help to organise its events. A guidance note on the role of SEC members is available from RTPI Scotland.

NOMINATION FORM GUIDANCE NOTES

Section 1 (to be completed by the candidate)

1. In order to stand for election a candidate must be a Member of RTPI Scotland; that is a Member who has registered with the Institute at an address in Scotland for the purposes of general correspondence.
2. Candidates may stand for more than one position, depending on their Class of Membership:
 - Corporate Members may stand for Senior and Junior Vice Convenor and SEC (Corporate/Legal Associate) Member positions;
 - Legal Associates may stand for the SEC (Corporate/Legal Associate) Member positions;
 - Students and Licentiates may stand for the SEC (Student/Licentiate) Member position; and
 - Technical Members may stand for the SEC (Technical) Member position.
3. Corporate Members (i.e. Fellows, Members or Legal Members), Legal Associates and Technical Members will include those Retired Members who immediately before being transferred to Retired Membership were Corporate Members, Legal Associates or Technical Members respectively.
4. Ballots, where necessary, shall be taken in the following order: Junior Vice-Convenor; SEC (Corporate and Legal Associate) Member; SEC (Student/Licentiate) Member; and SEC (Technical) Member. If candidates stand for more than one position and are elected to the first of the positions, according to the order above, their names will automatically be removed from subsequent counts.
5. The following information will be published on each candidate in the Biographical Statement, which will be circulated with the ballot paper: Full name; Class of Membership; Qualifications; Current post/occupation; Previous appointments; Past and present service to the Institute; Election statement where provided.

Section 2 (to be completed by the candidate's supporters)

1. Supporters must be Members of RTPI Scotland; that is a Member who has registered with the Institute at an address in Scotland for the purposes of general correspondence.
2. Four supporters are required regardless of the number of positions for which the candidate wishes to stand.
3. Supporters may nominate according to their Class of Membership only:
 - Corporate members may nominate candidates for the Senior and Junior Vice Convenor posts and for the SEC (Corporate/Legal Associate) Member posts;
 - Legal Associates may nominate candidates for the SEC (Corporate/Legal Associate) Member posts;
 - Students and Licentiates may nominate candidates for the SEC (Student/Licentiate) post; and
 - Technical Members may nominate candidates for the SEC (Technical) Member post.
4. Nomination forms which have not been properly completed and signed by the candidate or do not include the required number of supporters will be returned to the candidate within three working days by first class post to the address provided.
5. Nominations subsequently found at any time to be made by ineligible candidates or ineligible supporters will be deemed invalid and the nominees so informed. Any declared election of a candidate later found to be ineligible will be void. The decision of the Institute's Executive Board will be final.

Candidate's Election Statement

1. Candidates are invited to provide an election statement either on the nomination form or on a separate sheet of paper. This will be reproduced and circulated to voters with the ballot papers. The statement should be on any subject the candidate thinks is relevant to the election and should not exceed 200 words.
2. Failure to provide an election statement will not invalidate your candidacy: instead, the words 'statement not received' will be published in the space which would have contained the election statement.
3. Photographs will not be reproduced.

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NOMINATION FORM Please use block capitals

SECTION 1: CANDIDATE'S DETAILS

Title	
Full Name	
Class of Membership	
Membership No.	
Qualifications	
Address for correspondence	
Telephone	
Email	
Full Name	
Current post	
Previous posts	
Past service to Institute (with dates)	

POSITION(S) FOR WHICH NOMINATION IS MADE Please tick

SEC Senior Vice-Convenor/ Representative to the General Assembly

SEC Junior Vice-Convenor/ Deputy Representative to the General Assembly

Scottish Executive Committee Member (Corporate or Legal Associate)

Scottish Executive Committee Member (Student or Licentiate)

Scottish Executive Committee (Technical)

I, the above named candidate, consent to my nomination and agree to stand for election

Name

Signature

Date

SECTION 2: SUPPORTERS' DETAILS

To be completed by 4 supporters

Name		Membership Number
Signature		
Name		Membership Number
Signature		
Name		Membership Number
Signature		
Name		Membership Number
Signature		

ELECTION STATEMENT or use a separate sheet. Limited to 200 words – if you exceed this then “statement cut at word limit” will have to be placed after the 200th word.

Please return this form by 27 October 2017

Post: Electoral Reform Services Ltd, 33 Clarendon Road, London N8 0NW

Email: nominations@electoralreform.co.uk quoting RTPI Scotland in the subject line.

Fax: 020 8365 7013

For ERS use:-	
Date of:	Receipt:
	Acknowledgement:
	Valid/Invalid: